SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 22nd September 2026 at 6.30 pm

PRESENT: Councillors: S Slavin, A Ashburn, R Bickford, R Bullock, M Johns, S Martin, S Miller, P Nowlan, B Samuels, P Samuels (Chairman), B Stoyel and J Suter (Vice-Chairman).

ALSO PRESENT: S Burrows (Town Clerk / RFO), J Hughes (Administration Officer) and W Peters (Finance Officer), H Frank – Chair of Christmas festival

APOLOGIES: S Gillies, L Mortimore and J Peggs.

57/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

58/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

59/26/27 **DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	20	Non-Pecuniary	Member of Chamber of Commerce	Yes
P Samuels	20	Non-Pecuniary	Member of Chamber of Commerce	Yes
A Ashburn	20	Pecuniary	Helping with the lantern workshops at the School	Yes

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

60/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

61/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 7 JULY 2026 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

Following a vote (8 in favour, 0 against, 3 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the minutes of the Policy and Finance Committee held on 7 July 2026 were confirmed as a true and correct record.

62/26/27 **TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

The Chairman outlined the Business Plan deliverables achieved since the previous meeting, as set out in the circulated reports pack.

It was **RESOLVED** to note.

The Chairman brought forward agenda items 19 and 20 as the next items of business to be considered.

Councillor Miller joined the meeting.

63/26/27 **TO CONSIDER A COMMUNITY CHEST APPLICATION FROM SALTASH AMATEUR BOXING CLUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. CC296 Saltash Amateur Boxing Club.

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Ashburn and **RESOLVED** to award £1,000.

The Chairman Councillor P Samuels, Councillor B Samuels and Councillor A Ashburn declared an interest in the next agenda item and left the meeting.

Vice Chair in the Chair.

64/26/27 **TO CONSIDER A FESTIVAL FUND APPLICATION FROM SALTASH CHRISTMAS FESTIVAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. FF134 Christmas Festival Fund.

The Vice Chair invited Cornwall Councillor Hilary Frank to provide an overview of the Christmas Festival.

Following a unanimous vote, it was proposed by Councillor Johns, seconded by Councillor Bullock and **RESOLVED** to award £2,500.

The Chairman Councillor P Samuels, Councillor B Samuels and Councillor A Ashburn were invited and re-joined the meeting.

65/26/27 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO AUGUST 2026.**

It was **RESOLVED** to note.

66/26/27 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2026.**

It was **RESOLVED** to note.

67/26/27 **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

68/26/27 **TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair invited the Finance Officer to provide an overview of the report circulated within the reports pack.

The Finance Officer advised that the report reflected the position as at 3 September. Since then, the precept payment has been received, resulting in an increase to all investment balances. Further information is contained within the Finance Officer's report.

It was **RESOLVED** to note.

69/26/27 **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

70/26/27 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

71/26/27 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair invited the Finance Officer to provide an overview of the circulated report.

The Finance Officer confirmed that the report detailed the increase in investments following receipt of the precept payment and advised that the debtors identified within the report were now under control.

The Finance Officer also explained the rationale for holding funds in the low-interest instant access account.

It was **RESOLVED** to note.

72/26/27 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

73/26/27 **TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair invited the Finance Officer to provide an overview of the circulated report. As the Council's main insurance renewal is due on 9 October, prior to the next meeting of the Policy and Finance Committee, the Finance Officer sought delegated authority, in consultation with the Chair of the Committee, the Vice Chair of the Committee and the Town Clerk, to review and renew the insurance policy.

The Chair advised that the Vice Chair would be unavailable to participate in the review and recommended that Councillor Gillies be appointed in place of the Vice Chair due to her knowledge and experience of insurance matters.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to;

1. Delegate authority to the Finance Officer to obtain and review the renewal quotation for the Council's insurance policy with Zurich.

2. Authorise the Town Clerk/RFO, in consultation with the Chair of the Policy and Finance Committee and Councillor Gillies, to approve the renewal with any premium cost increases made from Budget Code 6205 PF Insurance, and to report back to the next Policy and Finance committee meeting.

74/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

75/26/27 **TO RECEIVE AN UPDATED REPORT ON DEMOCRATIC SERVICES SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair invited the Town Clerk to provide an overview of the report circulated within the reports pack.

The Town Clerk explained that, at the July meeting of the Policy and Finance Committee, approval had been granted to appoint Company B to replace Modern.Gov, the software package used by Officers to prepare Council agendas and minutes, at a one-off implementation cost of £2,995 and an annual subscription fee of £3,995.

The Town Clerk advised that Company B has subsequently informed the Council that the third-party package is no longer available. However, the company has since launched its own platform, offering enhanced functionality, available under a three-year contract at a total cost of £7,577.50.

The Town Clerk highlighted that the revised arrangement represents a substantial saving when compared to the previously approved costs, with the savings to be allocated to Budget Code 6208 (PF Subscriptions).

Members discussed this in further detail.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Nolan and **RESOLVED**;

1. To approve the replacement of the previously approved Democratic Services software with the supplier's newly launched platform;

2. To approve the contract to commence January 2027 to allow sufficient time for the administration team to configure the new system ahead of the launch in April 2027.

76/26/27 **TO RECEIVE REPORTS ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chair informed Members that the following items would be considered en bloc.

a. CC290 Tamar Trotters

b. FF132 Saltash May Fair

c. FF133 Regatta

It was **RESOLVED** to note.

77/26/27 **TO RECEIVE AND NOTE SALTASH YOUTH NETWORK MEETING NOTES.**

Councillor Stoyel provided an overview of the Saltash Youth Network meeting held on 14 July, noting that it was a pleasure to hear about the valuable work being undertaken by the Network and the positive impact it continues to have within the community.

It was **RESOLVED** to note.

78/26/27 **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. Livewire

Members expressed their appreciation to Livewire for the outstanding work being undertaken within the community to support young people. Members also commended the high quality of the report presented and suggested that a copy be made available at the library for members of the public to read.

It was **RESOLVED** to note.

b. The Core

Members expressed their appreciation to The Core for the valuable work being undertaken to support young people within the community.

It was **RESOLVED** to note.

79/26/27 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

c. Neighbourhood Plan Steering Group

No Report.

d. Saltash Team for Youth

No Report.

e. Section 106 Panel

No Report.

80/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

81/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

82/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

83/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to issue a Press and Social Media release for:

1. Community Chest Award;

2. Festival Fund Award;

3. An update on the Commissioning of Professional Youth Work – Livewire and The Core.

DATE OF NEXT MEETING

Tuesday 10 November 2026 at 6.30 pm

Rising at; 6.34pm

Signed: _____
Chairman

Dated: _____